



# CITY OF HOUSTON

## Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	ADMINISTRATIVE ASSOCIATE
3	Posting Number	PN #113245
4	Department	HOUSTON POLICE
5	Division	SPECIAL OPERATIONS
6	Section	N/A
7	Reporting Location	1900 RUSK*
8	Workdays & Hours	MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*
		*Subject to change

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**DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**  
Maintains department rules and regulations regarding payroll and overtime policies and procedures. Enter division overtime and maintain overtime files. Prepare bi-weekly pay reports and spreadsheets. Maintain classified and civilian overtime accounts. Prepare activity reports for reimbursement on division projects.
- 10

**WORKING CONDITIONS**  
The position is physically comfortable; the individual has discretion about walking, standing, etc.
- 11

**MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires a Bachelor’s degree in Business Administration, Liberal Arts, or a related field.
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**MINIMUM EXPERIENCE REQUIREMENTS**  
No experience is required.  
  
Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.
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**MINIMUM LICENSE REQUIREMENTS**  
None.
- 14

**PREFERENCES**  
None.
- 15

**SELECTION/SKILLS TESTS REQUIRED**  
None.
- 16

**SAFETY IMPACT POSITION**                      Yes    ☒ No  
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.
- 17

**SALARY INFORMATION**  
Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:  
  
Salary Range - Pay Grade 13  
\$824.00 - \$1,154.00 Biweekly    \$21,424.00 - \$30,004.00 Annually
- 18

**OPENING DATE**    September 20, 2006
- 19

**CLOSING DATE**    September 26, 2006
- APPLICATION PROCEDURES**  
  
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a subject to a physical examination and verification of information provided.**  
  
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